



**AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH
DISABILITIES**

*Plan update for the period 10-01-00 through 9-30-01. Report for
the period 10-1-99, through 9-30-00.*

U.S. Department of Commerce (excluding Patent and Trademark
AGENCY Office for 1999 & 2000
statistics)

Rm H6010, 14th and Constitution Ave., NW, Washington, D.C. 20230
AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN 37,743

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NAME OF PERSON PREPARING THIS REPORT **TELEPHONE NUMBER**

SIGNATURE OF RESPONSIBLE OFFICIAL **DATE**

Suzan J. Aramaki, Director, Office of Civil Rights
NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD **DATE**

Donald L. Evans, Secretary of Commerce
**NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES")**

LISTING OF CONTENTS

	<u>Page</u>
<u>PART I: PROGRAM PLAN UPDATE</u>	
FY 00 Accessions/Separations/Goals	2
Plan for Special Recruitment Program	4
Facility Accessibility	7
Alternatives to Personnel or Management Practices . . .	10
<u>PART II: REPORT OF ACCOMPLISHMENTS</u>	
Staffing Commitments	14
Report on Facility Accessibility	15
Alternatives to Personnel or Management Practices . . .	21
Agency Initiatives and Noteworthy Accomplishments . . .	22
Permanent Workforce Statistics	27
Temporary Workforce Statistics	28
Permanent White Collar Workforce Statistics	29
Permanent Workforce: Federal Wage System	30
Permanent Workforce: Supervisory & Nonsupervisory . . .	31
Promotions & Career Development Programs	32

**PART 1: PROGRAM PLAN UPDATE
FOR THE PERIOD 10-01-00 THROUGH 9-30-01
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS
WITH TARGETED DISABILITIES (TD)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the workforce are taken into account, as objectives are calculated on the basis of losses from the workforce as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired workforce profile as of September 30, 2001.

ANTICIPATED CHANGES IN WORKFORCE FROM OCTOBER 1, 2000 TO SEPTEMBER 30, 2001 # Change +/- % Change +/-		
Losses (total work force)	-3000	-10.3
Losses (with disability reported)	-350	-20.3
Losses (targeted disabilities)	-30	-9.77
Accessions (total work force)	4000	13.76
Accessions (with disability reported)	500	29.07
Accessions (targeted disabilities)	50	16.29

	Work Force As of 10/1/00		Anticipated Changes In Work Force 10/1/00 - 09/30/01		Anticipated Work Force As of 09/30/01	
	#	%	#	%	#	%
Total Work Force	29073	100.00	+1000	3.44	30073	100.00
Disability Reported	1720	5.92	+150	8.72	1870	6.22
Targeted Disabilities	307	1.06	+20	6.5	327	1.09

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/00 TO 9/30/01

A. Total number of accessions of persons with TD	<u>50</u>
B. Percent of accessions of persons with TD	<u>1.25</u>
C. Total number of persons with TD on board as of 9/30/01	<u>327</u>

D. Percent of work force with TD as of 9/30/01

1.09

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with specific severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities.

List recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

RECRUITING STRATEGY

TARGET DATE

OFFICE OF THE SECRETARY (OS)

Continue to send vacancy announcements to vocational rehabilitation centers, colleges, and universities with a high enrollment of students with disabilities.	10/01, ongoing
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Continue to post vacancy announcements on the Internet so that they can be accessed using the OPM USAJobs Web site.	10/01, ongoing
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Include extensive information about disability issues in employment, accommodation, and other accessibility issues on the Office of Civil Rights Web site.	10/01, ongoing
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Continue to offer programs and workshops designed to educate managers and employees on workplace disability issues, including reasonable accommodation.	10/01, ongoing
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NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

Send vacancy announcements to vocational rehabilitation centers, colleges, and universities with a high enrollment of students with disabilities.	10/01, ongoing
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PLAN FOR SPECIAL RECRUITMENT PROGRAM

RECRUITING STRATEGY

TARGET DATE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

NOAA will continue working with the President's Committee on Employment of People with Disabilities (PCEPD) in mentoring students with disabilities; participating in and promoting the Workforce Recruitment Program (WRP). 10/01, ongoing

NOAA will expand its role on the PCEPD Employment of People with Disabilities High School Program. 10/01, Ongoing

The Office of Oceanic and Atmospheric Research (OAR) will distribute the Denver Noticiero listing of vacancies to disabled people and organizations on a biweekly basis. 10/01, ongoing

OAR will inform disabled individuals about the Nuestro Talento (Talent Bank), a listing of Federal job vacancies sponsored by OAR. 10/01, ongoing

The National Marine Fisheries Service (NMFS) will maintain contact with disabled placement services and organizations. 10/01, ongoing

The Western Administrative Support Center (WASC) will participate in outreach activities that target and/or include people with disabilities. 10/01, ongoing

WASC will pursue efforts to find volunteer opportunities for people with disabilities. 10/01, ongoing

National Environmental Satellite, Data, and Information Service (NESDIS) will continue to distribute vacancy announcements in audio, large print, and other media for people with visual and hearing impairments. 10/01, ongoing

PLAN FOR SPECIAL RECRUITMENT PROGRAM

RECRUITING STRATEGY

TARGET DATE

BUREAU OF THE CENSUS (Census)

Continue to strongly encourage managers to use applicant supply file for qualified persons with disabilities. Will maintain a separate tracking report of applicants who are eligible for Schedule A appointments and route qualified applicants to hiring offices. Will work closely with private organizations to refer candidates to the Bureau.	10/01, ongoing
Conduct training for human resources specialists to ensure that they receive current information and increase their awareness of the appointing authorities used to hire people with disabilities.	10/01, ongoing
Provide guidance and assistance to employees, supervisors, and managers on reasonable accommodation. Has researched availability of equipment and source of payment.	10/01, ongoing
Conduct training for human resources specialists, assistants, managers and recruiters on the electronic hiring system so that they can better inform people with disabilities on how to apply for the primary occupations.	10/01, ongoing
Attend conferences and seminars that provide information on how Census can better accommodate people with disabilities.	10/01
Continue participation in the WRP. Two trained recruiters will recruit at institutions under the WRP.	10/01

FACILITY ACCESSIBILITY

- A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVE	TARGET DATE
<u>NOAA Headquarters, Silver Spring, MD</u>	
Install Telecommunication Devices for the Deaf (TDDs) on all public pay phones in Silver Spring Metro Complex.	7/01
Purchase televisions with closed caption capability.	8/01
<u>Atlantic Marine Center, Norfolk, VA</u>	
Install elevator to improve accessibility to second floor.	9/01
<u>NMFS, Southeast Region</u>	
Install entrance ramps in buildings 216, 301, and 307 at the Galveston, Texas, Laboratory and install an elevator in building 216.	9/01

OBJECTIVE	TARGET DATE
<p><u>CENSUS:</u> <u>HQ</u></p> <p>Remodel six restrooms in FB-3 to make them accessible.</p> <p>Continue negotiations to replace the ramp to make it accessible in the east Butler Hut, SFB-2.</p> <p>Provide accessibility from the new Metro station to HQ.</p> <p>Assure new Day Care Center meets Americans with Disabilities Act (ADA) requirements.</p> <p><u>National Processing Center</u> <u>(Jeffersonville, IN)</u></p> <p>Install ramps to three gazebos, automatic opening doors in Buildings 63, 64B and 66.</p> <p>Make restrooms accessible in Buildings 48, 51 and 61-B.</p>	<p>9/01</p> <p>9/01</p> <p>9/01</p> <p>9/01</p> <p>9/01</p>

OBJECTIVE	TARGET DATE
<p>Add a screen in Building 63B to allow door to remain open for restroom accessibility.</p> <p><u>NIST:</u></p> <p>Modify restrooms in Maryland and Colorado facilities.</p>	9/01
	9/01
	9/01

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES
HAVE NOT YET BEEN INSTITUTED:**

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE	PREVIOUS TARGET DATE
<u>NOAA</u>				
Many employees with disabilities do not have mentors to assist them in meeting their career development goals.	Establish a Mentoring Program.	Line/staff offices will work with the newly established EEO Council in implementing planned alternatives.	9/01	9/97
Employees with disabilities are more likely to be concentrated in lower grades and do not receive promotions to grades GS 13-15.	Institute a method whereby employees with disabilities have enhanced opportunities for promotion.	Line/staff offices will work with the newly established EEO Council in implementing planned alternatives.	8/01	09/97

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED.

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
<p><u>NOAA:</u></p> <p>Lack of awareness and sensitivity to issues relating to people with disabilities.</p>	<p>Increase awareness of disability issues through education.</p>	<p>Disabilities Sub-Committee will work with line offices to develop sensitivity and awareness programs.</p>	<p>9/01</p>
<p><u>CENSUS:</u></p> <p>With the increase in computer technology, sign language interpreters may be unfamiliar or not conversant with the subject matter or content of Information Technology (IT) training.</p>	<p>Contract with interpreters who are conversant with technological terms.</p>	<p>Review contract to ensure that a requirement for interpreters to be conversant in technological language is added.</p>	<p>9/01</p>

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
<p><u>CENSUS:</u></p> <p>NY Regional Office needs training for employees responsible for maintaining communications via TDD lines. There is a problem with the TDD line.</p> <p><u>National Telecommunications and Information Administration (NTIA):</u></p> <p>Employees with disabilities have noted the DOC s Commerce Opportunities on Line (COOL) System may have barriers.</p>	<p>Training needed repair TDD line.</p> <p>Modify COOL system procedures to remove barriers to job applicants.</p>	<p>Provide training for employees maintaining TDD line. Repair problem with TDD line.</p> <p>DOC will be asked to make the COOL system more accessible.</p>	<p>9/01</p> <p>9/01</p>

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

C. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVE	TARGET DATE
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NIST

Gaithersburg Facility:

Modify unisex bathroom in Building 303 in compliance with ADA.	3/01
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Replace signs throughout site to comply with ADA.	9/01
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Increase parking spaces for disabled.	9/01
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Boulder Facility:

Retrofit elevator in lobby of Building 1 to allow to eliminate the need for an operator.	9/01
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Increase parking spaces for disabled in compliance with ADA.	9/01
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PART 2: REPORT OF ACCOMPLISHMENTS
OCTOBER 1, 1999 THROUGH SEPTEMBER 30, 2000
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2000. Include selective placement coordinators, disability program managers, and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel who process complaints of discrimination on the basis of disability.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCY WIDE RESPONSIBILITY (DEPARTMENT WIDE, IF APPLICABLE)

NUMBER OF PERSONS 4
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) 1.2

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS 7
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) 2.0

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEADQUARTERS, IN COMPONENT AGENCIES OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME
ALLOCATED TO THE PROGRAM

INDICATE NUMBER
IN EACH GROUP

1 - 5 percent	38
6 - 10 percent	3
11 - 25 percent	1
26 - 75 percent	0
76 - 100 percent	3
TOTAL	45

C. NUMBER OF PERSONNEL OFFICES WITH APPOINTING AUTHORITY 12

EEOC FORM 440 (pg. 6) (10/87)

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

NIST

Gaithersburg Facility

1. Replaced water fountains in:
Building 221 second floor east end.
Building 222 second floor west end.
Building 226 second floor west end.
2. Replaced concrete ramp in front of Building 101.
3. Installed concrete ramp at south entrance to Building 225.
4. Completed a site-wide assessment of directional signage in order to assure that replacement signs comply with ADA requirements.

Boulder Facility

1. Elevator in Building 1 was modified by lowering the buttons and adding audio to identify the floors.
2. Curb cuts were made in 15 locations throughout the site.
3. Door knobs were replaced with levers throughout the site.
4. Installed phone at rear of Building 1 to be used by disabled individuals.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

() NOT APPLICABLE () YES (X) NO; DESCRIBE

NIST owns its facilities.

REPORT OF FACILITY ACCESSIBILITY

- C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.**

N/A

- D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.**

N/A

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

NOAA HEADQUARTERS, SILVER SPRING, MARYLAND:

1. Installed a handicapped lift and accessible ramp at the modular building adjacent to Federal Office Building 4 (FOB4) located in Suitland, Maryland.
2. Developed and published procedures for the use of motorized scooters throughout the complex. Serviced motorized scooters to ensure continued reliability.
3. Established a web page consolidating information on accessibility for use by NOAA programs.
4. Conducted a review and testing of emergency evacuation plans to ensure accommodation for persons who are deaf or hard of hearing. Strobe lights, buzzer that sounds and lights are checked quarterly to ensure continued proper operation.
5. Conducted walkthroughs to ensure clear path so not to obstruct walkways. Facilities division provided routine checks/reminders to ensure removal of boxes and/or other material.

National Environmental Satellite, Data and Information Service:

1. Installed doors to restrooms in FOB4 to open inward and automatically for handicap accessibility.
2. Installed automatic door openers in FOB4 to have access to the Direct Services Division.
3. Purchased a motorized scooter with cart for FOB4.
4. Lowered the buttons used to engage the automatic opening of the gate at the National Climatic Data Center in Asheville.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

☐ NOT APPLICABLE ☒ YES ☐ NO; DESCRIBE

1. Installation of the handicapped lift and accessible ramp was coordinated through GSA.

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

1. The public pay phones in the Silver Spring Complex are still not connected to TDDs for the deaf.
2. Televisions that have closed-captioned capability are not readily available.

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

1. Facilities Management continues attempts to locate a company to install appropriate shelving for the TDDs. NOAA will work with the builder and other resources to connect the pay phones to TDDs in FY 2001.
2. Once funding is secured, new televisions will be purchased. The Disabilities Sub Committee will monitor status.

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

Office of the Secretary:

N/A

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

() NOT APPLICABLE () YES (X) NO; DESCRIBE

The Department initiates its own barrier removal activity. General Services Administration (GSA) may initiate barrier removal activity; however, nothing was undertaken by GSA during FY 2000.

A. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

Availability of funds is always a concern.

B. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

The Department has great leeway in removing barriers as long as fire/safety regulations and the Historic Preservation guidelines are observed.

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

Bureau of the Census:

1. Repairs completed to the existing ramp and surrounding pavement at the Federal Building (FB-3) front entrance. (HQ)
2. Renovations completed to three of the six restrooms in FB-3. (HQ)
3. Accessibility provided to three modular buildings near FB-2 and FB-4. (HQ)

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

() NOT APPLICABLE (X) YES () NO; DESCRIBE.

C. DIFFICULTIES WE HAVE ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

Lengthy negotiations with GSA and lack of funds.

D. ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM C ABOVE.

Continue negotiations with GSA.

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS**

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED.

BARRIERS	ALTERNATIVE	PLANNED ACTION	TARGET DATE
<u>NOAA</u> Lack of awareness and sensitivity to issues relating to people with disabilities.	Increase awareness of disability issues through education.	Disability Sub Group will work with line offices to develop sensitivity and awareness programs.	9/01
<u>CENSUS</u> Recruitment in the Charlotte (NC) Regional Office has had no success in identifying successful applicants with disabilities.	Change area of recruitment.	Will work in cooperation with the local school district s Schools Programs for Exceptional Children s Work-Based Learning Program to identify student candidates.	9/01

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

Office of the Secretary

1. Participated with the President's Committee in using WRP for Students with Disabilities on a year-round basis. Five recruiters conducted recruiting for 13 days. Sixteen WRP students were hired for the summer. The pilot program was instituted to hire students part-time during the school year, (5 students were hired).

International Trade Administration

2. Representatives from each International Trade Administration (ITA) program continue to maintain a monetary fund of \$1,500 for the sole purpose of providing reasonable accommodations for employees and applicants with disabilities. This mechanism not only assists current employees but also encourages managers to hire more qualified individuals with disabilities. Allocating funds to provide reasonable accommodations resulted in providing managers and employees with the confidence that people with disabilities can perform their jobs more efficiently with the provided accommodations.
3. In September of 2000, ITA's Chief Financial Officer sponsored a Recruitment/Interviewing Strategy Workshop which included an Equal Employment Session with emphasis on recruiting, hiring, and retaining people with disabilities. These workshops were designed for managers and supervisors participating in recruitment and hiring for program areas within ITA. Approximately 20 managers, supervisors, and staff attended.

NOAA

EMPLOYMENT, CONVERSIONS, AND PROMOTIONS

1. Hired ten employees with disabilities and two employees with targeted disabilities during FY 2000. {Office of Financial Administration, National Ocean Service, National Weather Service, National Marine Fisheries Services, and the National Environmental Satellite, Data & Information Service}
2. Promoted 11 employees with disabilities and 4 employees with targeted disabilities during FY 2000.
3. Hired a meteorology college student through the WRP Program for College Students with Disabilities.

4.

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

NOAA CONT

Worked with the Employment Link Executive Director to identify potential students for the program. {OAR}

RECRUITMENT AND OUTREACH ACTIVITIES

5. Purchased advertisements in the Boulder County Down Syndrome quarterly newsletter. (OAR)
6. Distributed the Denver Noticiero, a listing of job vacancies to organizations every two weeks.
7. Participated in activities with organizations and schools such as the Norman Literacy Project, Oklahoma Chapter of the Arthritis Foundation, Oklahoma Special Olympics, Self-Help for the Hard of Hearing, Juvenile Diabetes Foundation, Kirkpatrick Center, and the Komen Breast Cancer Foundation.

REASONABLE ACCOMMODATIONS

1. Purchased an adjustable chair and other ergonomically designed equipment, i.e. key board and mouse. {CASC}
2. Permitted two employees (temporarily incapacitated) to work at home. {CASC}
3. Provided training classes on website accessibility. Updated web pages using "Bobby," a web based analytical tool provided by the Center for Applied Special Technology. {NOAA-wide}
4. Purchased a Wyntell pager and a phone amplifier to facilitate communication for an employee in the Diversity Office. {OFA}
5. Upgraded the text-to-speech software for a visually impaired programmer in the Information Systems Office. {OFA}

CENSUS:

1. Human Resources Division continues to establish relationships with organizations that specialize in the training and job placement of persons with disabilities to discuss job opportunities and potential needs for accommodation.

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

CENSUS CON T

2. Recruitment efforts have included participation in the WRP, co-sponsored by the President's Committee on Employment of People with Disabilities and the Department of Defense. Human Resources Division continues to identify and contact WRP candidates about exploring full time Schedule A (with possibilities of conversion to permanent) opportunities with the Census Bureau. Over 1,000 students were interviewed on campuses across the country. Students are entered into a database which is distributed to participating agencies. The Bureau identifies candidates with background germane to the Bureau programs and refers them to hiring managers. In FY 00, 24 applicants were identified, and two accepted Census positions, now having the possibility for conversion to permanent appointments.
3. When requested, the Human Resource Division, Recruitment Branch, continues to research availability and cost of private transportation companies for employees with disabilities who may need more assistance than regular transportation may offer.
4. The National Processing Center (NPC) is testing a telephone called the Mirafone, which supplements conventional telephone transmissions with a second auditory method - through the skeletal structure of the head. By placing the DirectVibe pulsator at strategic locations at the head, sound vibrations travel from the pulsator via bone conduction to the speech recognition center in the brain. This telephone has a visual light that flashes when the telephone is ringing.
5. NPC hired more than 2,500 individuals on term appointments for the Decennial Processing portion of the Census from February 2000 through May 2000. More than 300 of these new employees were individuals with disabilities, and all were provided necessary accommodations to perform their jobs.
6. The Human Resources Branch conducted all Basic Supervision training scheduled for FY 2000. This supervisory training included the advantages of hiring individuals with disabilities. Information on the non-competitive nature of the appointments for hiring disabled veterans was provided. In addition, the EEO manager of NPC conducted six sessions of mandatory supervisory

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

CENSUS CON T

training in FY 00 to all NPC managers and supervisors. This supervisory training included disability awareness and sensitivity training. This training provided guidance and assistance to supervisors and managers on reasonable accommodation. Supervisors were given information on what is currently available at NPC for individuals with disabilities. The EEO manager also provided mandatory EEO training to all employees, managers and supervisors of the Tucson Telephone Center (TTC) and the Hagerstown Telephone Center (HTC), which specifically included disability awareness and sensitivity training.

7. NPC provides advance notice of chemical usage to employees with allergies. Employees are notified before many chemicals are used, such as insect repellants.
8. The New York Regional Office continues to work closely with community based organizations and libraries to hire a representative workforce which will include persons with disabilities. Furthermore, the staff attended a series of Federal Executive Board meetings on the hiring of the disabled. These meetings have made the staff more cognizant of the contributions that the disabled can give to its workforce, which has spearheaded a reassessment of its disabled recruitment procedures. The New York Region s overall goal is to ensure that the disabled and disabled veterans are always given consideration for positions for which they may apply.
9. The Detroit Regional Office continues to work closely with community-based organizations, minority student groups and national organizations to hire a representative work force which would include persons with disabilities. In addition, Detroit continues to support the Disability Awareness committee of the Federal Executive Board through active membership and participation.
10. Chicago Regional Office staff continues to work with Partnership Specialists to identify individuals at local governments and organizations across the region who can be contacted for recruiting purposes. They have helped increase the pool of applicants, including those with disabilities, with their recruiting efforts, and to assist in setting up testing and recruiting sessions. Also, the Regional Office staff is proficient in sign language to promote communication.

AGENCY INITIATIVES AND NOTEWORTHY
CENSUS CON T

11. The Kansas City Regional Office reports that during FY 00, it has maintained its recruiting sources, agencies, and community organizations that emphasize the hiring of aged and disabled populations. Also, during FY 00, Kansas City hired at least 59 persons with disabilities for temporary and permanent positions.
12. The Seattle Region reports that approximately 10 percent of the total workforce of the regional office and regional census center indicated a reportable disability of some type. A component of the sensitivity training for all staff addressed EEOC regulations for making reasonable accommodations. Newly hired and existing clerical staff were trained in the use of the TDD line. In addition, a brochure was designed to encourage the participation of disabled survey respondents. This brochure will be adapted for use in recruiting disabled applicants. Several training and information materials were also distributed to increase the staff's awareness of ADA compliance in accommodating applicants and staff with special needs, including the waiver of specific test questions, the test itself, and/or documentation for consideration as a noncompetitive eligible. In the regional office, two employees were provided computer screen magnifiers.
13. The Los Angeles Regional Office monitors its recruiting efforts to ensure that all persons are given every opportunity for employment. The Regional Office is a handicap-accessible facility and provides a TDD line and phone.

PERMANENT WORK FORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM
FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

AS OF	TOTAL WORK FORCE	PEOPLE W/ DISABILITIES	%	NO DISABILITY 04 AND 05	%	OTHER (01) AND NOT AVAILABLE	%	PEOPLE W/ TARGETED DISABILITIES	%
Sep 30, 99	30396	1795	5.90	28025	92.2	576	1.89	324	1.06
Sep 30, 00	29073	1720	5.92	26805	92.2	548	1.88	307	1.06

TOTAL NUMBER OF ACCESSIONS FROM 10/01/99 TO 09/30/00 1795 TOTAL NUMBER OF LOSSES FROM 10/01/99 TO 09/30/00 2409

	DEAF 16,17	BLIND 23,25	MISSING EXTREMITIES 28, 32 - 38	PARTIAL PARALYSIS 64 - 68	COMPLETE PARALYSIS 71 - 78	CONVULSIVE DISORDERS 82	MENTALLY RETARDED 90	MENTAL ILLNESS 91	DISTORTION LIMBS/SPINE 92	TOTAL
ON BOARD 09/30/99	41	41	8	48	27	45	39	63	12	324
APPLICATIONS DURING FY 2000				NOT AVAILABLE						
ACCESSIONS DURING FY 2000	9	1	0	4	2	2	4	9	2	33
SEPARATIONS DURING FY 2000	8	4	1	6	2	6	6	6	1	50 ¹
ON BOARD 09/30/00	42	38	7	46	27	41	37	66	13	307

¹Some inaccurate data extant in either accessions and/or separations and in the 9/30/00 on-board category for mental illness.

TEMPORARY WORK FORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM
FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

AS OF	TOTAL WORK FORCE	PERSONS WITH DISABILITIES	%	NO DISABILITY 04 AND 05	%	OTHER 01 AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
September 30, 1999	9573	998	10.43	8318	86.89	257	2.68	113	1.18
September 30, 2000	8670	964	11.12	7510	86.62	196	2.26	104	1.20

TOTAL NUMBER OF ACCESSIONS FROM 10/01/99 TO 09/30/00 7412 TOTAL NUMBER OF LOSSES FROM 10/01/98 TO 09/30/99 6762

	DEAF 16, 17	BLIND 23, 25	MISSING EXTREMITIES 28, 32 - 38	PARTIAL PARALYSIS 64 - 68	COMPLETE PARALYSIS 71 - 78	CONVULSIVE DISORDERS 82	MENTALLY RETARDED 90	MENTAL ILLNESS 91	DISTORTION LIMB/SPINE 92	TOTAL
ON BOARD 09/30/99	5	9	3	16	5	24	0	51	0	113
APPLICATIONS DURING FY 2000					NOT AVAILABLE					
ACCESSIONS DURING FY 2000	2	1	0	4	3	13	0	50	2	75
SEPARATIONS DURING FY 2000	4	4	2	8	2	9	0	54	1	84 ^{2*}
ON BOARD 09/30/90	3	6	1	11	6	28	0	48	1	104

²Some inaccurate data extant in either accessions and/or separations and in the 9/30/00 on-board categories for partial paralysis & mental illness.

Department of Commerce Permanent White Collar Employees by GS and Similar, SES, and Other White Collar (Includes Pay Banding) by Disability

	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-10	GS-11	GS-12	GS-13	GS-14	GS-15	SES	Other WC	Total WC
Total Work Force	5	9	852	3009	1261	922	1570	321	1222	171	2241	3911	3853	2018	1016	412	5491	28284
%	0.00%	0.00%	3.00%	10.60%	4.50%	3.30%	5.60%	1.10%	4.30%	0.60%	7.90%	13.80%	13.60%	7.10%	3.60%	1.50%	19.40%	100.00%
Not Identified	0	0	30	87	34	14	33	3	14	2	27	54	44	21	12	11	141	527
%	0.00%	0.00%	5.70%	16.50%	6.50%	2.70%	6.30%	0.60%	2.70%	0.40%	5.10%	10.20%	8.30%	4.00%	2.30%	2.10%	26.80%	100.00%
No Handicap	5	8	688	2636	1113	829	1420	306	1133	162	2109	3655	3677	1910	967	390	5109	26107
%	0.00%	0.00%	2.60%	10.10%	4.30%	3.20%	5.40%	1.20%	4.30%	0.60%	8.10%	14.00%	14.00%	7.30%	3.70%	1.50%	19.60%	100.00%
Handicaps Reported	0	1	134	286	114	79	117	12	75	7	105	202	142	87	37	11	241	1650
%	0.00%	0.10%	8.10%	17.30%	6.90%	4.80%	7.10%	0.70%	4.50%	0.40%	6.40%	12.20%	8.60%	5.30%	2.20%	0.70%	14.60%	100.00%
Targeted Disabilities	0	1	24	44	29	19	28	2	12	0	15	36	24	7	5	2	34	282
%	0.00%	0.40%	8.50%	15.60%	10.30%	6.70%	9.90%	0.70%	4.30%	0.00%	5.30%	12.80%	8.50%	2.50%	1.80%	0.70%	12.10%	100.00%
Deafness	0	0	3	7	2	3	4	0	1	0	4	6	2	0	0	0	6	38
%	0.00%	0.00%	7.90%	18.40%	5.30%	7.90%	10.50%	0.00%	2.60%	0.00%	10.40%	15.80%	5.30%	0.00%	0.00%	0.00%	15.80%	100.00%
Blindness	0	0	3	5	1	1	5	0	2	0	0	7	6	2	1	0	2	35
%	0.00%	0.00%	8.60%	14.30%	2.90%	2.90%	14.30%	0.00%	5.70%	0.00%	0.00%	20.00%	17.10%	5.70%	2.90%	0.00%	5.70%	100.00%
Missing Extremities	0	0	0	1	0	0	0	1	0	0	0	1	0	1	0	1	1	6
%	0.00%	0.00%	0.00%	16.70%	0.00%	0.00%	0.00%	16.70%	0.00%	0.00%	0.00%	16.70%	0.00%	16.70%	0.00%	16.70%	16.70%	100.00%
Partial Paryalysis	0	1	2	2	3	1	4	0	3	0	5	8	7	2	2	1	4	45
%	0.00%	2.20%	4.40%	4.40%	6.70%	2.20%	8.90%	0.00%	6.70%	0.00%	11.10%	17.80%	15.60%	4.40%	4.40%	2.20%	8.90%	100.00%
Complete Paryalysis	0	0	1	3	3	4	2	0	1	0	2	5	1	1	1	0	3	27
%	0.00%	0.00%	3.70%	11.10%	11.10%	14.80%	7.40%	0.00%	3.70%	0.00%	7.40%	18.50%	3.70%	3.70%	3.70%	0.00%	11.10%	100.00%
Convulsive Disorders	0	0	3	5	6	1	4	0	0	0	2	3	7	1	0	0	8	40
%	0.00%	0.00%	7.50%	12.50%	15.00%	2.50%	10.00%	0.00%	0.00%	0.00%	5.00%	7.50%	17.50%	2.50%	0.00%	0.00%	20.00%	100.00%
Mental Retardation	0	0	6	5	6	4	2	1	0	0	0	0	0	0	0	0	3	27
%	0.00%	0.00%	22.20%	18.50%	22.20%	14.80%	7.40%	3.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.10%	100.00%
Mental Illness	0	0	6	13	8	4	3	0	3	0	1	5	1	0	1	0	6	51
%	0.00%	0.00%	11.80%	25.50%	15.70%	7.80%	5.90%	0.00%	5.90%	0.00%	2.00%	9.80%	2.00%	0.00%	2.00%	0.00%	11.80%	100.00%
Distortion of Limbs/Spine	0	0	0	3	0	1	4	0	2	0	1	1	0	0	0	0	1	13
%	0.00%	0.00%	0.00%	23.10%	0.00%	7.70%	30.80%	0.00%	15.40%	0.00%	7.70%	7.70%	0.00%	0.00%	0.00%	0.00%	7.70%	100.00%

Department of Commerce Permanent Blue Collar Employees by Disability

	WD/WG-01	WD/WG-02	WD/WG-03	WD/WG-04	WD/WG-05	WD/WG-06	WD/WG-07	WD/WG-08	WD/WG-09	WD/WG-10	WD/WG-11	WD/WG-12	WD/WG-13	WD/WG-14	WD/WG-15	Other Blue Collar	Total Blue Collar
Total Work Force	9	46	8	1	83	57	42	41	29	68	43	6	2	13	5	336	789
%	1.10%	5.80%	1.00%	0.10%	10.50%	7.20%	5.30%	5.20%	3.70%	8.60%	5.40%	0.80%	0.30%	1.60%	0.60%	42.60%	100.00%
Not Identified	0	1	0	0	2	2	3	2	0	1	1	0	1	0	0	8	21
%	0.00%	4.80%	0.00%	0.00%	9.50%	9.50%	14.30%	9.50%	0.00%	4.80%	4.80%	0.00%	4.80%	0.00%	0.00%	38.10%	100.00%
No Handicap	5	33	5	1	68	51	35	32	27	64	38	6	1	11	5	318	698
%	0.70%	4.70%	0.70%	0.10%	9.70%	7.30%	5.00%	4.60%	3.90%	9.20%	5.40%	0.90%	0.10%	1.60%	0.70%	45.30%	100.00%
Handicap Reported	4	12	3	0	13	4	4	7	2	3	4	0	0	2	0	12	70
%	5.70%	17.10%	4.30%	0.00%	18.60%	5.70%	5.70%	10.00%	2.90%	4.30%	5.70%	0.00%	0.00%	2.90%	0.00%	17.10%	100.00%
Targeted Disabilities	3	9	2	0	6	1	0	2	0	0	1	0	0	0	0	1	25
%	12.00%	36.00%	8.00%	0.00%	24.00%	4.00%	0.00%	8.00%	0.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	4.00%	100.00%
Deafness	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1	4
%	0.00%	50.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	100.00%
Blindness	0	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	3
%	0.00%	33.30%	0.00%	0.00%	33.30%	33.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Missing Extremities	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Partial Paryalysis	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Complete Paryalysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Convulsive Disorders	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Mental Retardation	3	5	1	0	1	0	0	0	0	0	0	0	0	0	0	0	10
%	30.00%	50.00%	10.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Mental Illness	0	0	0	0	2	0	0	2	0	0	1	0	0	0	0	0	5
%	0.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	40.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Distortion of Limbs/Spine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Department of Commerce Permanent White Collar Employees by PATCOB and Supervisory and Leader Blue Collar

	Professional	Administrative	Technical	Clerical	Other White Collar	Blue Collar - Supervisor	Blue Collar - Leader	Other Blue Collar	Total Blue Collar
Total Work Force	10030	7764	4208	6066	216	46	37	706	29073
%	34.50%	26.70%	14.50%	20.90%	0.70%	0.20%	0.10%	2.40%	100.00%
Not Identified	168	109	71	173	6	5	1	15	548
%	30.70%	19.90%	13.00%	31.60%	1.10%	0.90%	0.20%	2.70%	100.00%
No Disability	9503	7214	3875	5321	194	40	34	624	26805
%	35.50%	26.90%	14.50%	19.9%	0.70%	0.10%	0.10%	2.30%	100.00%
Disabilities Reported	359	441	262	572	16	1	2	67	1720
%	20.90%	25.60%	15.20%	33.30%	0.90%	0.10%	0.10%	3.90%	100.00%
Targeted Disabilities	47	77	55	99	4	0	0	25	307
%	15.30%	25.10%	17.90%	32.20%	1.30%	0.00%	0.00%	8.10%	100.00%
Deafness	8	8	7	13	2	0	0	4	42
%	19.00%	19.00%	16.70%	31.00%	4.80%	0.00%	0.00%	9.50%	100.00%
Blindness	6	11	7	9	2	0	0	3	38
%	15.80%	28.90%	18.40%	23.70%	5.30%	0.00%	0.00%	7.90%	100.00%
Missing Extremities	2	1	2	1	0	0	0	1	7
%	28.60%	14.30%	28.60%	14.30%	0.00%	0.00%	0.00%	14.30%	100.00%
Partial Paryalysis	8	24	7	6	0	0	0	1	46
%	17.40%	52.20%	15.20%	13.00%	0.00%	0.00%	0.00%	2.20%	100.00%
Complete Paryalysis	3	11	6	7	0	0	0	0	27
%	11.10%	40.70%	22.20%	25.90%	0.00%	0.00%	0.00%	0.00%	100.00%
Convulsive Disorders	15	7	5	13	0	0	0	1	41
%	36.60%	17.10%	12.20%	31.70%	0.00%	0.00%	0.00%	2.40%	100.00%
Mental Retardation	0	0	8	19	0	0	0	10	37
%	0.00%	0.00%	21.60%	51.40%	0.00%	0.00%	0.00%	27.00%	100.00%
Mental Illness	5	11	8	27	0	0	0	5	56
%	8.90%	19.60%	14.30%	48.20%	0.00%	0.00%	0.00%	8.90%	100.00%
Distortion of Limbs/Spine	0	4	5	4	0	0	0	0	13
%	0.00%	30.80%	38.50%	30.80%	0.00%	0.00%	0.00%	0.00%	100.00%

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 1999 TO SEPTEMBER 30, 2000

CATEGORY	ON BOARD as of 09/30/00	ON BOARD PROMOTIONS		CAREER DEVELOPMENT ³ (Grades 05-12)		DEVELOPMENTAL PROGRAMS (Grades 13-15)		SES DEVELOPMENT PROGRAM	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent
TOTAL WORK FORCE	29073	4672	16.1	1308	4.5	197	.68	5	.017
NOT IDENTIFIED	548	83	15.1	70	12.77	8	1.46	0	0
NO DISABILITY	26805	4317	16.1	1152	4.29	182	.68	4	.015
DISABILITY REPORTED	1720	272	15.8	84	4.88	15	.87	1	.058
TOTAL TARGETED DISABILITIES	307	51	16.6	17	5.54	0	0	0	0

³Data from the National Finance Center (NFC) report SRPR1304, were used to complete figures in the promotions, career development, developmental programs and SES developmental programs sections.